*COMET Board Meeting minutes are prepared and presented in* **summary form***, audio recordings of the meetings are on file at the COMET and are part of the approved minutes. If you would like to hear the recording from the meeting, please contact Missey Lawlor at* [*missy.lawlor@catchthecomet.org*](mailto:missy.lawlor@catchthecomet.org) *.*

**COMET BOARD MEETING MINUTES**

**October 25, 2017, 2017 -12:00pm**

**Members Present: Guests Present:**

**City of Columbia**  Ron Anderson Frannie Heizer, McNair Law Firm

Carolyn Gleaton Alan Bristol, Transdev

Lynn Hutto, Consultant

**Forest Acres** Andy Smith\* Chuck Statler, Derrick, Stubbs and Stith\*

Hampton Miller, Chernoff Newman

**Lexington County** Lill Mood Marsha Johnson, MTRA

Arlene Prince, Citizen

**Richland County** Joyce Dickerson Jackie Bowers, Transdev

Jennifer Harding Loretta Lewis, Transport Care Service

Roger Leaks Charles Gossett, MTRA

Rick Silver, Chernoff Newman

**Rich. Co. Leg. Dele.** John Furgess Rick Morgan. McNair Law Firm

Robert Morris

Leon Howard

**Absent Board Members:**

Skip Jenkins

Derrick Huggins

Debbie Summers

\*Indicates participation by phone.

**COMET Staff Present**

Ann August, Interim Executive Director LeRoy Deschamps, Director of Administration

Missey Lawlor, Exec. Assistant/Board Liaison Virginia Goodson, Procurement/Special Projects

Michelle Ransom, Grants and Contracts Luis Ortiz, Transportation Planner II

Samuel Scheib, Transit Planner & Manager Rosalyn Andrews, Finance Director

Crystal Willis, Staff Accountant Brittany Higgins, Travel Trainer

1. CALL TO ORDER

Chairwoman Dickerson called the meeting to order at 12:01 PM.

1. DETERMINATION OF QUORUM

A quorum was present at the opening of the meeting.

1. ADOPTION OF AGENDA

**Motion:**

**A motion was made by Mr. Furgess and seconded by Dr. Morris to adopt an amended agenda to move item 16 to 6a.**

**A friendly amendment was made by Mr. Anderson to let those speak before item 16 and to move to after item 6. Motion passed unanimously.**

1. APPROVAL OF THE SEPTEMBER 27, 2017 BOARD MEETING MINUTES

Discussion

**Motion:**

**A motion was made by Mr. Furgess to delay approval of minutes until Ms. Gleaton can review. There was no second.**

A vote was taken to approve minutes.

Favor: Mr. Mood, Mr. Anderson, Mr. Leaks, Ms. Harding, Ms. Dickerson

Opposed: Ms. Gleaton, Dr. Morris, Mr. Howard, Mr. Furgess, Mr. Huggins

Motion failed.

Discussion

**Motion:**

**A motion was made by Mr. Anderson to defer the adoption of the minutes until the next board meeting. Motion passed unanimously.**

1. MIDLANDS TRANSIT RIDERS ASSOCIATION UPDATE

Marsha Johnson –

1. COMMENTS FROM LOCAL RESIDENTS

* Comments must pertain to items **not** on the agenda
* Individuals wishing to address the Board must sign up prior to the Call to Order
* Comment time limit – 2 minutes per person

Walter Durst –

**6a.** LEGAL/CONTRACTUAL/PERSONNEL (may require executive session)

1. CHAIR OF THE BOARD REPORT

Chairwoman Dickerson stated that the city and county had a joint meeting on last Tuesday and that was a very successful meeting.

1. INTERIM EXECUTIVE DIRECTOR REPORT

Ms. August stated that her report is in the Board materials on pages 11-13. To highlight a few things, the procurement policy for the COMET, we had very good news from the FTA and they are wanting to utilize our policy as a model as it was written very well. Ms. August thanked those who participated in the process.

1. REPORT FROM SERVICE COMMITTEE
2. REPORT FROM FINANCE COMMITTEE, Chair – Andy Smith

Mr. Smith stated that the committee discussed another session of the COMET Leadership Academy. Ms. August stated that is was around $3000 for the academy.

Discussion

Mr. Smith stated that we also needed a motion for the Audit RFP.

Dr. Morris also stated that we have asked Ms. August to talk to Newberry County about providing funding to help support the Newbery Smartride.

Mr. Anderson stated before we go to Newberry County we need to have a plan.

1. REPORT FROM AD-HOC EXECUTIVE DIRECTORS SEARCH COMMITTEE, Chair – Robert Morris

Dr. Morris asked Ms. Hutto to join the table and to give a brief synopsis.

Ms. Hutto stated that the committee has met twice and we have tweaked the job description and qualifications from 10 years to 5 years and we also asked that a Master’s degree in Transportation and Logistics be preferred.

Discussion

Ms. Mood stated for the record that she prefers 10 years’ experience and the committees decision was to go with 5 years and that a Master’s degree in Transportation and Logistics is too limited and it should be lowercase so that it is not limited to just a specific degree in Transportation and Logistics and fears it could limit our application pool.

1. OLD BUSINESS

Mr. Furgess asked on the Transdev payment, did they correct the DBE information. Ms. Andrews stated yes, we have received the paper work and we are still verifying that what they submitted is correct before payment is issued.

Discussion

1. MOTIONS PERIOD/NEW BUSINESS (No action from the motions are permitted)

**Motion:**

**A motion was made by Mr. Anderson and seconded by Ms. Harding to**

**Motion:**

**A motion was made by Mr. Anderson**

**Motion:**

**A motion was made by Mr. Anderson**

**Motion:**

**A motion was made by Mr. Anderson**

**Motion:**

**A motion was made by Mr. Anderson**

**Motion:**

**A motion was made by Mr. Anderson**

Discussion

**Motion passed unanimously.**

**Motion**

**A motion was made by Mr. Anderson and seconded by Dr. Morris to direct staff to create a study of the North West Corridor and Forest Drive rework and bring back to the Service Committee in October. Motion passed unanimously.**

1. NEW BUSINESS

Ms. Harding stated that she is excited about the Soda Cap Connector and that her office is riding the soda cap for her sales meeting. She will also get with Mr. Scheib about some ideas that she has. Ms. Harding also stated that she and Ms. August met with the Junior League and to be able to educate the community and one of those are transportation. We are going to have a luncheon and a dinner and ride the bus. There will be no cost to us.

Mr. Anderson asked what the status was on our FTA Audit.

Ms. August stated that we will have everything for the due date of next Friday.

1. LEGAL/CONTRACTUAL/PERSONNEL (may require executive session)

Discussed in item 6a.

1. INFORMATIONAL ITEMS (No Discussion Unless Specifically Requested)

* Ridership Data & Dashboard
* Planning Report
* Progress Report on Bus Stop Inventory
* Contract Operator’s Report – Mr. Wilkins discussed the operator report.
  + Fuel Cost/Price Update
  + Articles
  + Email from FTA
  + Staff Certificates

1. ADJOURN

**Motion:**

**A motion was made by Mr. Furgess and seconded by Ms. Harding to adjourn the meeting.**

**Motion passed unanimously.**

The meeting adjourned at 1:45 PM.